



Adur District Council and Worthing Borough Council Publication Scheme

As a Local Authority, we are required by law to make certain information publicly available. This is known as the Publication Scheme. We are also committed to enhancing transparency and public trust.

Below is a description of each section of the scheme and links to where the information can be found. We are using the [Information Commissioner's Model Publication Scheme](#).

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

This page is under construction and is being continually added to.

CLASSES OF INFORMATION	TITLE	COST	FORMAT	CONTACT DETAILS
<u>1. Who we are and what we do</u>				Adur Switchboard 01273 263000 Worthing Switchboard 01903 239999
Council Constitution	The Constitution		1, 2	Democratic Services 01903 239999
Council Democratic Structure	Information on Wards		2	Democratic Services 01903 239999
	Wards in Adur and Worthing		1	Democratic Services 01903 239999



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	What Ward do I live in?		1	Democratic Services 01903 239999
	Parishes in Adur and Worthing – Contact Details		1	Democratic Services 01903 239999
	Members of Parliament		1	Democratic Services 01903 239999
	Members of the European Parliament		1	Democratic Services 01903 239999
	County Councillors for Adur and Worthing		1	Democratic Services 01903 239999
Council Senior Management structure	Senior Management Structure Chart		1	Adur Switchboard 01273 263000 Worthing Switchboard 01903 239999
Location and opening times of council properties open to the public	Council buildings		1	Adur Switchboard 01273 263000 Worthing Switchboard 01903 239999
Currently elected Councillors' information and contact details	Name and address contacts for Adur Councillors Name and address contacts for Worthing Councillors		2	Democratic Services 01903 239999
	Your Councillors		1	Democratic Services 01903 239999



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Contact details for all customer-facing departments	Contact us page	1	Adur Switchboard 01273 263000 Worthing Switchboard 01903 239999
	Adur and Worthing Services & Departments	1	Adur Switchboard 01273 263000 Worthing Switchboard 01903 239999
	Emergency (Out of Hours) Contact Number	1	Only for out of hours emergencies: 07713 889 128
	Switchboard	1	Adur Switchboard 01273 263000 Worthing Switchboard 01903 239999
	Facts and Figures about Adur and Worthing	1	Adur Switchboard 01273 263000 Worthing Switchboard 01903 239999
	Foreign Translation of the Website – French / German / Spanish / Italian / Portugese	1	Adur Switchboard 01273 263000 Worthing Switchboard 01903 239999
	Where are Adur and Worthing?	1	Adur Switchboard 01273 263000 Worthing Switchboard 01903 239999
	Population – Facts and Figures	1	Adur Switchboard 01273 263000 Worthing Switchboard 01903 239999



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	<u>Adur District and Worthing Borough Twinning Association</u>		1	Adur Switchboard 01273 263000 Worthing Switchboard 01903 239999
	<u>Information on the Council's complaints procedure</u>		1, 2	Adur Switchboard 01273 263000 Worthing Switchboard 01903 239999
	<u>How do I complain about a Councillor (Standards Board)</u>		1	Democratic Services 01903 239999
	<u>The Adur Council Chairman's Diary</u> <u>The Worthing Council Mayor's Diary</u>		2	Civic Office for Adur 01903 221018 Worthing Mayor's Assistant 01903 221018
	<u>The Adur Council Chairman's Charity</u> <u>The Worthing Council Mayor's Charity</u>		1	Civic Office for Adur 01903 221018 Worthing Mayor's Assistant 01903 221018
Most recent election results	<u>Election Results</u>		1, 2	Electoral Services 01903 221069
Relationships with other authorities	WSCC Social Services – Contact Details		1	Adur Switchboard 01273 263000 Worthing Switchboard 01903 239999
	Carers Association – Contact Details		1	Adur Switchboard 01273 263000 Worthing Switchboard 01903 239999
	Carers Home Support Scheme – Contact Details		1	Adur Switchboard 01273 263000 Worthing Switchboard 01903



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				239999
	CVS – Contact Details		1	Adur Switchboard 01273 263000 Worthing Switchboard 01903 239999
	Bereavement Services – Contact Details		1	Adur Switchboard 01273 263000 Worthing Switchboard 01903 239999
Plans and Strategies	Freedom of Information Publication Scheme		1,2	Access to Information Team on 01903 239999
Local Byelaws	List of all Adur and Worthing Byelaws		2	Democratic Services 01903 239999

CLASSES OF INFORMATION	TITLE	COST	FORMAT	CONTACT DETAILS
<u>2. What we spend and how we spend it</u>				
Financial statement	Statement of Accounts		2	Finance 01903 221239 or 221276
Budgets and variance reports	The Budget Book		2	Finance 01903 221239 or 221276
Capital programme	Various		7	Finance 01903 221239 or 221276
Spending Reviews	Fees and Charges Leaflet		2	Finance 01903 221239 or 221276
Financial Audit Reports	Annual report from the Audit Commission		7	Finance 01903 221239 or 221276
The Members' Allowance Scheme	The Members' Allowance Scheme		7	Democratic Services 01903 239999



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The Allowances paid to councillors each year	The Allowances paid to councillors each year		7	Democratic Services 01903 239999
Pay and Grading Structure	Pay and Grading Structure		2	Open data / Data transparency 01903 221009
District Auditor's Report	Annual Audit and Inspection letter		2	Finance 01903 221239 or 221276
Financial Statements for Projects and Events	Various		2	Finance 01903 221239 or 221276
Internal Financial Regulations	Various		2	Finance 01903 221239 or 221276
Funding for Partnership Arrangements	Various		2	Finance 01903 221239 or 221276

CLASSES OF INFORMATION	TITLE	COST	FORMAT	CONTACT DETAILS
<u>3. What our priorities are and how we are doing</u>				
Corporate strategies and policies	Corporate strategies and policies		2	Adur Switchboard 01273 263000 Worthing Switchboard 01903 239999
Strategies and business plans for services provided by the Council	Local Development Scheme (Adur) Local Development Scheme (Worthing)		2	Planning Policy 01273 263000
	High level business plans for each service		2	Executive Heads of Service - Adur Switchboard 01273 263000 Worthing Switchboard 01903 239999



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	Enabling Investment in Council Housing		2	Adur Homes 01273 263030
	Housing Revenue Account Business Plan		2	Adur Homes 01273 263030
	Housing Policies and Strategies		1, 2	Housing Strategy 01273 263017 (Adur) 01903 221063 (Worthing)
	Household Waste and Recycling Collection Policy		1	Recycling, Refuse and Waste 01903 851729
Procurement Forward plan	Forward Plan		2	Procurement & Contracts 01903 221499 or 01903 221162
Capital strategy	Capital Strategy		1, 7	Corporate Strategy 07909 688 132
	Audit Commission Annual Reports		1	Local audit framework website
Local Area Agreement	Various		7	01273 263401
Statistical information	Population Statistics		1	Community Planning Manager 01273 263180

CLASSES OF INFORMATION	TITLE	COST	FORMAT	CONTACT DETAILS
<u>4. How we make decisions</u>				
Timetable of Council meetings	Calendar of Committee Meetings		1	Democratic Services 01903 239999
Agendas, officers' reports, background papers and minutes of council committee, sub committee and standing forum meetings	Copies of Council Agendas & Reports		1,2	Democratic Services 01903 239999
	Committee Information		1	Democratic Services 01903 239999



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	Published Minutes		1, 2	Democratic Services 01903 239999
Current Public consultations	Current Consultations Licensing Consultations		1	Consultations 01903 221003 Licensing 01273 263331
	All Planning Policy Public Consultation Results		2	Planning Policy 01273 263000

CLASSES OF INFORMATION	TITLE	COST	FORMAT	CONTACT DETAILS
5. Our policies and procedures				
Policies and procedures for conducting council business	Constitution		1	Legal Services 01903 239999
Policies and procedures for delivering Council services	Strategic Performance and Risk Management Framework		1, 2	Policy Officer for Scrutiny, Strategic Performance and Risk Management 01903 221009
	Infectious Disease Control		2	Public Health & Regulation 01903 221064
	Food Safety Environmental Enforcement Plan		1, 2	Public Health & Regulation 01903 221064
	Health and Safety Enforcement Plan		1, 2	Public Health & Regulation 01903 221064
	Service Standards for Environmental Health		2	Public Health & Regulation 01903 221064
	Equalities Policy and statements		1	Adur Switchboard 01273 263000 Worthing Switchboard 01903 239999
	Infectious Disease Control		1	Public Health & Regulation 01903 221064
	Shoreham Renaissance Strategy		1, 2	Place & Economy Team



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				01273 263179
	Housing Strategy		1, 2	Housing Strategy 01273 263017(Adur) 01903 221063 (Worthing)
	Empty Property Strategy		1, 2	Private Sector Housing 01273 263259
Current vacancies	Current vacancies		1	Human Resources 01273 263116
Working at Adur District Council: Policies for staff	Senior Management structure		1	Corporate Strategy 07909 688 132
	Corporate Training Policy		2	Human Resources 01273 263116
	Corporate Training Programme		2	Human Resources 01273 263116
	Allowances and Other Benefits		2	Human Resources 01273 263116
	Terms and Conditions of Employment Booklet		2	Human Resources 01273 263116
	Salary Grades & Pay Scales		1, 2	Human Resources 01273 263116
	Induction Pack		1, 2	Human Resources 01273 263116
	Information re: Adur Staff Social Club		2	Human Resources 01273 263116
Working at Adur District Council Policies for staff	Vacancy List		1, 2	Human Resources 01273 263116
	Careers Advice – Contact Details		1	Human Resources 01273 263116
	Employability network		1	Communities Team 01273 263311
Working at Adur District Council Policies for staff	Application Form		1, 2	Human Resources 01273 263116
	Specific Information relating to jobs advertised: Job Description		1, 2	Human Resources 01273 263116
	Information for Candidates Prior to Interview Booklet		1, 2	Human Resources 01273 263116
	Adur District Council Equal Opportunities Policies		1, 2	Human Resources 01273 263116
	Additional Duties and Honorarium Payments Policy		2	Human Resources 01273 263116



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	Capability Policy	2	Human Resources 01273 263116
	Dignity at Work Policy	2	Human Resources 01273 263116
	Disciplinary Policy	2	Human Resources 01273 263116
	<u>Equalities Policy</u>	2	Human Resources 01273 263116
	Grievance Policy	2	Human Resources 01273 263116
	Relocation Expenses Scheme	2	Human Resources 01273 263116
	Sickness Absence Policy	2	Human Resources 01273 263116
	Smoking Policy	2	Human Resources 01273 263116
	Staff Code of Conduct	2	Human Resources 01273 263116
	Staff Transport Strategy	2	Human Resources 01273 263116
	Statement of Safety Policy (Health and Safety)	2	Human Resources 01273 263116
	Workforce Development Policy	2	Human Resources 01273 263116
Working at Adur District Council Policies for staff	Worklife Balance Policy	2	Human Resources 01273 263116
	Employee Assistance Programme (EAP)	2	Human Resources 01273 263116
	Employment Stability Policy	2	Human Resources 01273 263116
	Flexible Retirement Policy	2	Human Resources 01273 263116
	Human Resource Strategy	2	Human Resources 01273 263116
	Market Related Additional Payments Policy	2	Human Resources 01273 263116
	Recruitment and Selection Policy	2	Human Resources 01273 263116
	Recruitment of Ex-offenders	2	Human Resources 01273 263116
	Redundancy Policy and Procedure	2	Human Resources 01273 263116
	The Local Government Pension Scheme and Early Termination of Employment Discretions Policy	2	Human Resources 01273 263116
	APT&C staff (including Appeal Procedure)	2	Human Resources 01273 263116
	Retention of Disabled	2	Human Resources



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	Employees Policy			01273 263116
	Retirement Policy		2	Human Resources 01273 263116
	Secondment Policy		2	Human Resources 01273 263116
	Secure storage of CRB records		2	Human Resources 01273 263116

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<u>5. Our policies and procedures</u>				
	Safeguarding Adults and Children's Policy		1	
Working at Adur District Council and Worthing Borough Council Policies for staff	Whistleblowing policy		1	Legal Services 01903 239999
	Workbase Relocation Scheme		2	Human Resources 01273 263116
	Work Experience Policy		2	Human Resources 01273 263116
	Health & Safety policy and guidance documents		2	Human Resources 01273 263116
	The Adur and Worthing Manager: Coreskills for Managers		2	Human Resources 01273 263116
	Self-Certification Sickness Certificate and return to work form		2	Human Resources 01273 263116
Records Management and personal data policies	Data Protection Policy		2	Access to Information Team on 01903 239999
Charging regimes and policies	Charging Regimes		1	Finance 01903 221239 or 221276

CLASSES OF INFORMATION	TITLE	COST	FORMAT	CONTACT DETAILS
<u>6. Lists and Registers</u>				
Public registers and registers held as public records	Publication Scheme		1	



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	<u>Recycling and waste collection calendars</u>		1	Recycling, Refuse and Waste 01903 851729
	<u>Register of Burials</u>		1, 7	Cemetery Service 01273 263159
	<u>Cremations</u>		1	Crematorium 01903 872678
	<u>Registrar of Births, Deaths and Marriages</u>		1	Adur Switchboard 01273 263000 Worthing Switchboard 01903 239999
	<u>Register of Councillors' financial and other interests</u>		1	Legal 01903 221119
	Register of gifts and hospitality		2	Legal 01903 221119
	<u>Contaminated Land Strategy</u>		1, 2	Public Health & Regulation 01903 221064
	<u>Air Pollution Control</u>		1, 7	Public Health & Regulation 01903 221064
	<u>Houses in Multiple Occupation</u>		1, 7	Private Sector Housing 01273 263259
Public Registers and Registers held as Public Records	<u>Land Charges Enquiries</u>	<u>Stand ard Charge</u>	3	Adur Switchboard 01273 263000 Worthing Switchboard 01903 239999
	<u>Legal Services Land Charges Register</u>	<u>Stand ard Char ge</u>	3	Adur Switchboard 01273 263000 Worthing Switchboard 01903 239999



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	Planning Applications Register		1, 7	Adur Switchboard 01273 263000 Worthing Switchboard 01903 239999
	Planning Enforcement Register		1, 7	Planning (Development Management) Enforcement Team 01903 221065
	Public Register of Hackney Carriage Owners/Drivers		7	Taxi Licensing, Public Health & Regulation 01273 263144
	Public Register of Private Hire Drivers		7	Taxi Licensing, Public Health & Regulation 01273 263144
	Radon		1	Public Health & Regulation 01903 221064
	Radiation Monitoring		2	Public Health & Regulation 01903 221064
	Asbestos		1, 7	Private Sector Housing 01273 263259

CLASSES OF INFORMATION	TITLE	COST	FORMAT	CONTACT DETAILS
<u>7. The services we offer</u>				
Services for local businesses:	When an Inspector Calls		1, 2	Private Sector Housing 01273 263259
	Business Conference Facilities		1	Adur Switchboard 01273 263000 Worthing Switchboard 01903 239999
Services for the public: Car Parking	Car Parking		1	Car Parking 0345 680 0189 (Adur) 01903 239999 (Worthing)
	Blue Badge Parking Scheme – WSCC –		1	0345 680 0189



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	<u>Contact Details</u>			
Services for the public	<u>Housing Advice</u>		1	Adur Homes 01273 263030 Worthing Homes 01903 703100
	Tenancy Agreement		2	Adur Switchboard 01273 263000 Worthing Switchboard 01903 239999
	<u>Repairs and Maintenance</u>		1, 2	Adur Switchboard 01273 263000 Worthing Switchboard 01903 239999
	<u>Tenants' Participation Strategy</u>		1	Adur Homes 01273 263030
	<u>Adur Homes service standard leaflet</u>		1	Adur Homes 01273 263030
	<u>Facts and Figures for Housing</u>		1	Adur Homes 01273 263030
	<u>Managing your finances</u>		1	Adur Switchboard 01273 263000 Worthing Switchboard 01903 239999
	<u>Pay Your Rent</u>		1	Payments 0300 123 6002
	<u>Your Rights</u>		1, 2	Adur Homes 01273 263030
	<u>Right to Buy</u>		1, 2	Right to Buy 01273 263285
	<u>Housing Register and Allocation Scheme</u>		1, 2	Housing 01903 221063
	<u>Application Form/Guidance Notes</u>		1, 2	Housing 01903 221063
	<u>Transfer Incentive Scheme</u>		1, 2	Tenancy Services 01273 263030



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	<u>Leaseholders' Handbook</u>		1	Leasehold Properties Administrator 01273 263284
	<u>Housing Publications</u>		1	Adur Homes 01273 263030
	<u>Service Charges</u>		1, 2	Leasehold Properties Administrator 01273 263284
	<u>Sheltered Housing</u>		1	Accommodation Team 01903 221063
Services for the public: Adur Homes	<u>Housing Voice</u>		1	Adur Homes 01273 263030
	Housing Services Annual Report		2	Adur Homes 01273 263030
	<u>Homelessness Strategy</u>		1	Housing Strategy 01273 263017(Adur) 01903 221063 (Worthing)
	<u>Flood Risk</u>		1, 2	Planning Policy 01273 263000
	<u>Coastline Defence and Flood Policy</u>		1, 2	Planning Policy 01273 263000
	<u>Waste and Recycling</u>		1	Recycling, Refuse and Waste 01903 851729
	<u>Bulky waste collection</u>		1	Recycling, Refuse and Waste 01903 851729
Services for the public: Customer Services	<u>Complaints Guide</u>		1	Customer Services Adur Switchboard 01273 263000 Worthing Switchboard 01903 239999
Services for the public: Legal & Democratic Services	<u>The Adur and Worthing Youth Council</u>		1	Democratic Services 01903 239999



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	Guidance Information on Street / Road Closures		1, 2	Road closures, Business Support 01903 221486
Services for the public: Leisure & Cultural Services	Conservation		1	Environmental Services 01903 221067
	South Downs National Park – Consultation		1	
	Memorial Benches		1	Environmental Services Administration Team 01273 263060
	Beach Patrols		1	Beach Office 01903 238977
	Beach Huts		1	Beach Office 01903 238977
	Sports and Leisure Development		1	Adur Switchboard 01273 263000 Worthing Switchboard 01903 239999
	History of Adur and Worthing		1	Worthing Museum 01903 221448
	Arts Directory		1	Worthing Museum & Art Gallery 01903 221448
Services for the public: Leisure & Cultural Services	Calendar of Events in Adur and Worthing		1	Tourist Information 01903 221066
	Allotments		1	Adur Allotments 01273 263151
	Graffiti and Fly posting		1	
	Tourism in Adur and Worthing		1	Tourist Information 01903 221066
	Cemeteries		1, 2	Cemetery Service 01273 263159
	Sports Clubs and Activities		1	



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	Information on the Council's Dog Warden Service		1, 2	Dogs Section 01903 221064
	Public Conveniences		1	Recycling, Refuse and Waste 01903 851729
Services for the public: Cemeteries and Crematoriums	List of Cemeteries and Crematoriums		1	
Services for the public: Planning, Wellbeing & Regeneration	Planning Application Form		1, 2	
	Planning Applications Listings		1	
	Planning & Building Control		1	Building Control 01903 221068 or 01903 221385 or 01903 221418
	Development Control Standards - Space around dwellings and flats		1	Planning Policy 01273 263000
	Shopfronts		1, 2	Planning Policy 01273 263000
	Development involving horses		1, 2	Planning Policy 01273 263000
	Hedgerow Removal Notice		1, 2	Planning Policy 01273 263000
	Listed Buildings (Adur) Listed Buildings (Worthing)		1, 2	Planning Policy 01273 263000



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	Tree Preservation Orders		1	Planning Policy 01273 263000
	Building Control Charges		1, 2	Building Control 01903 221068 or 01903 221385 or 01903 221418
	Building Regulations Submission Form		1, 2	Building Control 01903 221068 or 01903 221385 or 01903 221418
	Building Regulation Procedures		1, 2	Building Control 01903 221068 or 01903 221385 or 01903 221418
Services for the public: Planning, Wellbeing & Regeneration	The Party Wall Act		1, 2	Building Control 01903 221068 or 01903 221385 or 01903 221418
	Bus Shelter Cleaning		1	Adur Switchboard 01273 263000 Worthing Switchboard 01903 239999
	Disabled Facilities Grant		1	Private Sector Housing 01273 263259
	Noise Guide		1, 2	Public Health & Regulation 01903 221064
	Noise Control and Neighbour Complaints		1, 2	Public Health & Regulation 01903 221064
	Bonfires, smoke and fireworks		1, 2	Public Health & Regulation 01903 221064
	Pest Control Service		1	
	Community Alarm Scheme		1	Community Alarm Scheme 01273 263390



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Services for the public: Licensing	Lottery Licensing		1	Licensing Unit, Public Health & Regulation 01273 263331
Services for the public: Housing & Council Tax	Application form pack – Housing and Council Tax Benefit		1, 2	Adur Switchboard 01273 263000 Worthing Switchboard 01903 239999
	Breakdown of Council Tax bands		1, 2	Adur Council Tax 01273 263111 Worthing Council Tax 01903 221061
	Council Tax and Non-Domestic Rates		1	Adur Council Tax 01273 263111 Worthing Council Tax 01903 221061
Information for visitors to the area:	Tourist Information		1	Tourist Information 01903221066
	Beaches in Adur and Worthing		1	Tourist Information 01903221066
	Watersports		1	Adur Switchboard 01273 263000 Worthing Switchboard 01903 239999
	Parks, Playgrounds and Open Spaces		1	
	Junior Activities		1	Adur Switchboard 01273 263000 Worthing Switchboard 01903 239999
	Accommodation		1,2	Tourist Information 01903221066
Media releases	Social Media		1	Communications Team 01903 239999



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CLASSES OF INFORMATION	TITLE	COST	FORMAT	CONTACT DETAILS
<u>8 Election Information</u>				
Forthcoming elections Information	Election Information		1, 2	Electoral Services 01903 221069
Election results	Election results		1, 2	Electoral Services 01903 221069
Review of polling stations	Voting & Polling Stations		1	Electoral Services 01903 221069
Information on becoming a councillor	Mayoral Petition Information		1, 2	Electoral Services 01903 221069
Voting procedures	Postal & Proxy Voting		1	Electoral Services 01903 221069
	The Electoral Register		2	Electoral Services 01903 221069
	Electoral Registration and Voting		1	Electoral Services 01903 221069



Please note the following:

- (i) the numbers shown in the column marked "media" relate to the media types in the document list below;
- (ii) if there is no item shown in the column 'Price', the item is available free of charge.

Media Code No.	Media Format
1	Website
2	Leaflet/magazine/pamphlet
3	Electronic copy
4	Database
5	Wristband
6	Poster Advertisement
7	Available to inspect by appointment